

Cornell Cooperative Extension Delaware County

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DRAFT

Cornell Cooperative Extension of Delaware County Board of Directors Meeting Minutes

Tuesday, September 15, 2026

6:00 – 7:30 PM

Cooperative Extension Office, Hamden, NY

Board Member Attendance:

Count	Name	Position	Term	Expiration
1	Rebecca Walley	At Large/Board President	1	2026-2028
2	Jill Coleman	4-H Rep/Board V.P.	1	2024-2026
3	Kirstie Matson	4-H Rep/ Board Secretary	1	2026-2028
4	Cathy Popp McKenna	HE Rep	1	2025-2027
Absent	Christina Losie	HE Rep	1	2024-2026
Absent	Damian Hill	Ag Rep	1	2025-2027
5	Donald Smith	Board of Sup Rep	Appointed	-
Absent	Jason Mondore	At Large	1	2024-2026
6	Kendra Wiggans	At Large	1	2026-2028
7	Kirk Fletcher	Ag Rep	2	2021-2026
8	Madeline Chapin	At Large	1-year fill-in	2026
9	Beth Howland	At Large	1	2026-2028
Absent	Kim Moody	At Large	2-year fill-in	2026-2027
10	Tim Kelso	At Large	2-year fill-in	2026-2027
Absent	Patricia Claiborne	State Extension Specialist	-	-

Other Attendees: Emily Roach, Executive Director; Charles Engel, Finance Manager; Jacquelyn VanLoan, Association Administrator/HR; Ashley Silano-Moore, 4-H Team Leader; Dove Karn, Human Ecology Team Leader; Dale Dewing, Ag Sr. Team Leader; April Wright Lucas, Community Educator; Meg Potter, PFM Team Leader.

- I. Call to Order (6:00 pm)
- II. Welcome & Introductions
- III. Public Comment – none
- IV. Executive Director's Report – Emily Roach
 - Emily summarized her report – included in BOD packets.
 - Appropriation request was submitted to Board of Supervisors Clerk and County Planning Committee. Requested increase to county appropriation,

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level funding for 4-H Camp Shankitunk, and two-time requests for 4-H Camp Shankitunk's Centennial Anniversary and bathhouse project.

- Emily and Charlie are working on the 2027 budget.
- The Nominating Committee is down two members. Time sensitive to increase to 5 members and put together nominations for new PAC/BOD members. Ballots to be mailed out by October 16, 2026.
- Open Meeting Law Zoom was in August. Emily will share link with board members for them to review.
- SBN budget is being reviewed and will be sent to EDs for approval. They will provide Labor Law posters.
- Fair went very well.
- The Golf Tournament to benefit 4-H also went well this past Friday.
- The Leadership Conference is September 28-30, 2026. Becky and Emily will be attending.
- Emily will be attending Harold D. Craft Leadership Conference, October 19-23, 2026, at Cornell University.

V. President's Report – Becky Walley

Becky reported that she is researching an architect for the Camp bathhouse.

VI. Finance Manager Report – Charles Engel

- Working on the budget review for 2026 as well as the 2027 budget. The memo went out to the County for appropriation requests.

VII. Reports and Updates:

- Supervisor's Report: Donald Smith
Don reported that the Landfill is not closing. Committees are submitting their budgets to finance.
- State Extension Specialist: Pat Claiborne
Emily gave the report for Pat. They discussed the Executive Leadership Conference and an Open Meeting Law refresher. Annual meetings are on the horizon, and members were reminded that the Constitution needs to be approved at the Annual Meeting in November.
- Program Advisory Committee Reports:
 - i. 4-H – attached
 - ii. Ag – attached
 - iii. HE – attached
Dove reported that the Tiny House that was at the Fair will be at the Stamford Library this weekend. Presentations on food preservation, cooking classes, jam workshops, and Chef's Club were held, and she stated that it has been a remarkably busy summer. Sidney School is expanding its classes. At the fair, there were about 4,000 people who walked through their building, and they had six booths in the HE building.

VIII. Approval of Board of Directors Meeting Minutes 8/3/2026

Motion to approve Board of Directors Meeting Minutes from 8/3/2026

Motioned by: Kirstie Matson

Second: Jill Coleman

Motion Carried: Motion was passed unanimously

IX. Approval of June's Financial Statement

Charlie will make the adjustment to lines 67000, 67200, and 67600. These were overstated by \$40,000 and will be adjusted before the month is closed.

Motion to approve June's Financial Statement with adjustments

Motioned by: Donald Smith

Second: Tim Kelso

Motion Carried: Motion was passed unanimously

X. Old Business:

- Review of cell phone plan options and approve phones for staff
 - Waiting on call back from Verizon to discuss costs. Working on a cell phone policy.
 - Kirstie asked about adding iPads. Emily said that DTC has talked about extending the Wi-Fi in the fair barns. We can look at it with the cell phone plan. Kendra wanted to restate that work cell phones are to be used only for work, and staff should use their personal phones when they are not working. Becky will have Emily continue to work on this.

XI. New Business

- Approval of HR Policy 405: Gender-Based Violence and the Workplace

Motion to approve HR Policy 405

Motioned by: Donald Smith

Second: Kirstie Matson

Motion Carried: Motion was passed unanimously

- Approval of Form Code 508 – Remote Work
Motion to approve Form Code 508
Motioned by: Beth Howland
Second: Tim Kelso
Motion Carried: Motion was passed unanimously
- Approval of Remote Work Agreement
Motion to approve Remote Work Agreement
Motioned by: Kirstie Matson
Second: Kendra Wiggans
Motion Carried: Motion was passed unanimously

XII. Executive Session

Motion to move into Executive Session with Charlie, Dove, Jake, and Emily invited to stay at 6:50pm.

Motioned by: Jill Coleman

Second: Kendra Wiggans

Motion Carried: Motion was passed unanimously

Jake and Dove left after the first discussion was completed at 7:10pm.

Motion to come out of Executive Session at 7:27 pm

Motion by: Donald Smith

Second: Kirk Fletcher

Motion Carried: Motion was passed unanimously

Motion to Adjourn at 7:30pm

Motion by: Donald Smith

Second: Jill Coleman

Discussion: None

Motion Carried: Motion was passed unanimously

Future Board Meeting Dates: Annual Meeting, November 6, 2026